



AA Education Network
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Web: www.aa-education.com

Admissions Manager/Agent's Stamp



Application sent:

Application for Bond College Admission

1 Personal Details

Title Surname or family name

Given name(s)

Preferred name (or nickname) Male Female

Date of birth Day Month Year

Country of birth

Citizenship

Address for correspondence (overseas applicants do not use PO Box No.)

State Postcode/Zip code
Country

Permanent home address

State Postcode/Zip code
Country

Phone (include area code)

After hours/Home

Mobile

Business hours/Work

Email
Please print clearly - your email address will be used for all correspondence regarding the processing of your application.

Fax (include area code)

Name of parent/guardian
Family name

Given Name(s)

Address

Phone

Fax

E-mail

Do you suffer from any condition - medical or otherwise, which will require Bond College to make special provision for you, either academically or with regard to on-campus accommodation? Yes No
If yes, you are required to provide documentation with your application

Bond College Start Date (tick one box only and insert appropriate year)
 January 20 ____ May 20 ____ September 20 ____

Office Use Only

DATE RECEIVED

ENTERED Intl _____

FACULTY APPROVAL (if required) _____

LETTER OF OFFER SENT

2 Intended Bond Degree

Degree - Preference 1

Major/area of specialisation

Degree - Preference 2 (if applicable)

Major/area of specialisation

Do you intend to study on a full-time or part-time basis

Full-time Part-time

Student visa regulations require international students to study full-time

3 Education

Please provide details of all secondary and tertiary studies you have undertaken. Certified copies must be included.

Year(s)	Name of course	Name of institution	State or country	Tertiary Entrance Score (OP/TER etc)
eg. 1991-1992	'A' Levels	The International School	Singapore	Not applicable

If you are currently enrolled, indicate when you expect to qualify for your award

Month

Year

4 Employment history

Mature-age applicants must attach a separate detailed resume.

Year(s)	Employer	Position/nature of duties	F/T or P/T

5 International student details (must be completed for application to be processed)

Is English your first language

Yes No

If no, was English the language of instruction in your high school or tertiary education

Yes No

If you answered **no** to both questions, you must provide evidence of your English language proficiency.

Please attach a **certified** copy of your most recent IELTS or TOEFL test results. The TOEFL institution code for Bond University is 9808. Candidates should ask that their test score be sent directly to the Office of Recruitment and Admissions at Bond University

Do you have a current IELTS Yes No

IELTS (Academic) Overall Score Reading Writing Speaking Listening

TOEFL Test Paper-based Computer-based iBT

TOEFL Score TWE

Students should also refer to the other academic requirements for entry into the Bond College

Language spoken at home, specify

If you do not meet the University's English entry requirements, do you wish to study English at our government accredited English Language Institute (BUELI)? If yes, you may be eligible for an offer to an English Program

Yes No

Do you have a current Australian visa? Yes No

Passport No.

Visa expiry date Day Month Year

3 digit code and visa type

Do you have current Overseas Student Health Cover (OSHC)? Yes No

Expiry date Day Month Year

OSHC Policy No.

Please note, if travelling with school-age dependants, you will be required to pay full fees if the dependants enrol in either a government or non-government school.

6 AccommodationDo you require accommodation Yes No If yes, do you require: On-campus Homestay

Important Note: If No, and you are under the age of 18 years you will be required to provide details of your relative or the person who will be your legal guardian while you are living on the Gold Coast. If this person is not a parent, then the relative or guardian must be at least 21 years of age and nominated by either your parent or custodian.

I will be staying with my parent(s) Yes No

If no, please provide details of the relative you will be staying with:

Family name Given Name(s) Address Phone Fax E-mail

Parents authorisation: _____ / / _____
Date

Family Name Given Name(s) **7 Short answers questionnaire**

The following question has no 'correct' answer, but may be helpful in the processing of your application. The question is about how you see your future. Please type, or write clearly. Attach a separate sheet if more space is required.

What are your future goals and ambitions?

8 How did you find out about Bond University

- | | | |
|---|---|--|
| <input type="checkbox"/> Friend | <input type="checkbox"/> Advertisement | <input type="checkbox"/> www/Internet |
| <input type="checkbox"/> Study Abroad program | <input type="checkbox"/> Other student or graduate of Bond University | <input type="checkbox"/> Agent (specify) |
| <input type="checkbox"/> Careers market (specify) | <input type="checkbox"/> Education exhibit (specify) | <input type="checkbox"/> Other _____ |

9 Checklist for applicants

You must include the following to ensure your application is assessed promptly:

- All your relevant secondary and academic studies. These documents must be translated and certified as true and correct
- A certified copy of your IELTS or TOEFL result (if required). These documents must be certified as true and correct

10 Privacy Collection Statement

Bond College ('BC') and Bond University ('BU') may collect personal information about you, including:

- the information on this form;
- information provided by your nominated next of kin in relation to this application; and
- information on other forms or documents requested by, and provided by you or other educational institutions to BC AND BU.

BC and BU collects this information for the purpose of:

- assessing your application;
- providing services to you;

unless you indicate that you do not wish BC and BU to use your personal information for this particular purpose by placing a tick in the adjacent box, providing you with information about other services that BC and BU offers that may be of interest to you;

- facilitating BC's and BU's internal business operations, including the fulfilment of any legal requirements;
- analysing BC's and BU's services and customer needs with a view to developing new and/or improved services; and

unless you indicate that you do not wish BC and BU to use your personal information for this particular purpose by placing a tick in the adjacent box, providing you with promotional information about BC and BU.

In the case of visa details, BC and BU is required to collect this information pursuant to Australian Immigration Laws.

BC and BU may disclose personal information about you to:

- service providers, who assist BC and BU in operating its business, however, these service providers are required to comply with BC's and BU's privacy policy in how they handle your personal information;
- a purchaser of the assets and operations of BC and BU's business, providing those assets and operations are purchased as a going concern;
- its related entities;
- in the case of untrue or misleading information, the Australian Vice-Chancellors Committee ('AVCC') or any AVCC member institution;
- in the case of an emergency involving you, your next of kin; and
- your agent, whose details appear on the front of this form, and/or your next of kin for the purpose of processing your application.

If the personal information you provide to BC and BU is incomplete and/or inaccurate, BC and BU may be unable to process this application and/or be unable to provide you with the services you are seeking.

You may access the personal information BC and BU holds about you in accordance with BC and BU's privacy policy.

11 Declaration

I understand that it is my responsibility to provide all documentation requested by the Office of Recruitment and Admissions and authorise BC and BU to obtain, where necessary, any further information from my nominated next of kin and the appropriate educational institutions.

I hereby declare that to the best of my knowledge all information submitted or made available by me to BC and BU, whether in relation to any course of study or otherwise, is true, accurate and complete. If any information is considered to be untrue or misleading in any respect, I consent to the collection, storage and disclosure by BC and BU, the AVCC, or any AVCC member institution of a record of any such information or any other irregular activity. I understand that any record stored or disclosed according to this system may contain personal details about me from which I may be identifiable.

I understand that BC and BU reserves the right at any stage to withdraw a place which has been offered on the basis of incomplete or incorrect information.

Signature of applicant (or guardian if under 18 years old)

_____/_____/_____
Date

I consent to BC and BU providing information relating to the processing of my application to the agent whose details appear on the front of this form and/or my nominated next of kin.

Signature of applicant (or guardian if under 18 years old)

_____/_____/_____
Date

Return this form to ...

AA Education Network

26 Kooronga Avenue, Cleveland
QLD 4163

Telephone: +61 7 3488 2916

Email: info@aa-education.com

Web: www.aa-education.com

Information for applicants

Applications

Your application will not be processed unless it is accompanied by all relevant documentation. Certified photocopies of original documents are preferred to originals. Applications may be made at any stage during the year. To allow time for student visa processing, international applicants should ensure that their application is lodged at least two months prior to the date you plan to commence your studies.

Offers

Both minimum academic and English entry requirements must be met in order to gain entry to the Foundation program. Please ensure that you include certified copies of both your education and/or academic transcripts and English proficiency tests (either IELTS or TOEFL with TWE) when you submit your application form.

If your qualifications do not satisfy the entry requirements for the Foundation program you may be offered an alternative. If your English language level is not sufficient for direct entry to the foundation program, you may be made an offer of admission conditional upon you meeting our English language requirements prior to beginning the program. You will be offered a place in the Bond University English Language Institute.

If you are planning on undertaking a Bond undergraduate degree you will be made an offer of admission conditional upon you successfully completing the Foundation program.

If you meet the College entry requirements you will normally receive a formal letter of offer within two weeks of your application arriving at the Office of Recruitment and Admissions. Your letter of offer will include a unique student identification number (SID).

Please use this in any subsequent dealings with the University.

Acceptance procedure - International applicants

To accept your offer of a place at Bond College and Bond University, you must return the response to offer form which accompanies your letter of offer, together with payment of your first semester's tuition fees, plus proof of Health Care Cover and any other fees specified on your response to offer. Payment must be in the form of a bank draft, telegraphic transfer, via credit card or cheque made payable to Bond University, in Australian dollars, and drawn on an Australian bank. When the Office of Recruitment and Admissions receives the specified fees you will be sent a Confirmation of Enrolment, which you will require for your student visa application.

Australian citizens and permanent residents

To accept your offer of a place in the Foundation program you must return the response to offer form which accompanies your letter of offer, together with your deposit or a completed Request for FEE-HELP form. Payment must be in the form of a cheque or bank draft, direct deposit, B-Pay, via credit card (excluding Diners Club) made payable to Bond University. The tuition deposit will be deducted from your first semester's tuition fees upon enrolment.

Registration and enrolment

Students who accept their offers may access detailed instructions concerning registration procedures approximately one month prior to the commencement of their course, via the Bond website. Students should plan to arrive on campus one week prior to the commencement of classes to participate in orientation.

Special Requirements

Students who have a disability and who require BU to adjust a process or procedure or wish BU to provide equipment or other physical aids, must disclose the nature and extent of the disability to BU. As part of the application process students with a disability must contact the University's Disability Support Officer on telephone +61 7 5595 4002, to confidentially discuss their requirements.

1. Visa Application Rejection

Bond College will provide a full refund of tuition fees paid if your visa is rejected before the commencement of the course. You will need to provide evidence of visa rejection, in writing to Bond College within 28 days of being rejected.

2. Unmet conditions of offer

If a student fails to meet any of the conditions set out in their offer letter and as a consequence are unable to enrol in the program, a full refund will be made.

3. Termination of course

- i. If Bond College is unable to offer the course for which you have enrolled or if the offer is withdrawn, students will be provided with a full refund of tuition fees paid. Refunds in this instance will be made within two weeks. This is covered by the provision of the Education Services for Overseas Students Act (ESOS) 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code).
- ii. If a student provided incorrect or incomplete information and was made an offer then the Bond College reserves the right to retain an incorrect application penalty of \$A500 from the tuition fees paid.

Information for applicants

4. Cancellations

i. Cancellation prior to commencement of course

Students who withdraw from their place in the course in writing, prior to date of commencement of the program, will receive a full refund of all tuition paid.

ii. Cancellation after commencement of the course

Students who withdraw from the program before the Last Withdrawal Date will receive a full refund of all tuition, less a penalty of:

- A\$1,000 for cancellation after cancellation date 1;
- A\$2,000 for cancellation after cancellation date 2.

iii. Cancellation after the last withdrawal date

Cancellation is not permitted after the Last Withdrawal date.

- ### 5. a.
- Refunds will be credited to the students' account and will be used for future fees and charges unless the student requests the refund in writing. Any credited amounts not used or refunded, are held for a period of twelve months, after which monies will be forfeited.
- ### b.
- International students who cancel their subjects whilst in Australia will have any refunds, where applicable, forwarded to their home country.
- ### c.
- All refunds must be requested in writing with documentary evidence.

6. Expulsion and Deportation

No refund applies if a student is expelled or deported.

7. Transfer Policy

- #### i.
- Students will be required to notify the Department of Immigration and Multicultural Affairs of any transfer.
- #### ii.
- Bond College will provide a record of the student's attendance.
- #### iii.
- Tuition fees at the Bond College are not transferable. Students should refer to point 4 above in terms and conditions of refunds.

8. Leave

- #### i.
- Leave will not be permitted after the commencement of the program, unless in exceptional circumstances. Applications must be made in writing to the Director.
- #### ii.
- Students who are not present at class without proper authorisation will be considered absent.

9. Deferral

Deferral is not permitted unless the student is able to demonstrate exceptional circumstances which may include illness (medical certificate by a registered medical practitioner) or other exceptional circumstances which are considered to be beyond the students control. Applications must be made in writing to the Director.

Important note: Deferrals, suspension or cancellation of a student's enrolment may affect his/her student visa. Bond College, in accordance with the ESOS Act, will notify the Immigration department (DIMA) in such instances.

10. Accommodation

Homestay

Students will be required to pay to homestay families directly. This will be on the bases of four weeks in advance for the first 4 weeks and weekly thereafter. Homestay is payable in advance and is not refundable unless the student gives a week's notice (after the first 4 weeks)

On campus

Students will be charged a weekly rate for the time spent in Residences. If students leave prior to the end of Week 7 they will forfeit the bond of A\$500, and there will be a charge of a further \$A1,000. Students who depart after Week 7 of the semester will forfeit the bond of \$A500, plus the weekly room rate fee to that date.

Students should refer to the Terms and Conditions of Occupancy and the A-Z Guide to Living on Residence.

11. Grievances

All grievances in relation to the Bond College will be conducted in accordance with the Grievance Procedures which can be found on <http://www.bond.edu.au/admin/>

Please note: Unless otherwise stated above all requests for refunds must be submitted in writing to the Director of the Bond College and refund payments will be remitted to the student within 4 weeks. Any credited amounts not used or refunded are held for a period of twelve months, after which monies will be forfeited.